

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: March 24, 2004

LEAVE ACCOUNTING LETTER #04-009

TO: All Agencies/Campuses in the California Leave Accounting System (CLAS)

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **CLAS MANUAL REVISION**

The Internet version of the CLAS Manual has been updated and replaces the current PDF version. The manual can be obtained by accessing the State Controller's Office web site at:

<http://www.sco.ca.gov/ppsd/clas/index.shtml>

After entering the web site, the manual may be accessed by clicking on the 'CLAS References' button, then clicking on the 'CLAS Manual' link.

This revision updates CTO Aging Report information.

Vertical revision bars in the right margins include additions, deletions, or changes. Revision bars are not inserted for format, page numbers, or minor grammatical changes. The date of the revision can also be found in the upper right hand corner of the page. Below is the page being revised:

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If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:lm:CLAS